

# QuickFile:

*Workers' Compensation  
Quarterly Report Filing Made Easy!*



## Two ways for filing online

Your business needs to file a **quarterly report** each quarter showing gross payroll and worker hours, or report "0" if no hours were worked during the quarter.

### [www.QuickFile.Lni.wa.gov](http://www.QuickFile.Lni.wa.gov)

*Ideal for small  
employers with  
fewer hours*

- Watch a short "how to" tutorial on the four easy steps to filing.
- Calculates rates for you.
- Pay premiums by electronic bank transfer, credit card, or check.
- Print proof of receipt.

### [www.QuarterlyReports.Lni.wa.gov](http://www.QuarterlyReports.Lni.wa.gov)

*Ideal for larger  
employers with  
more hours to report  
or active workers'  
comp claims to track*

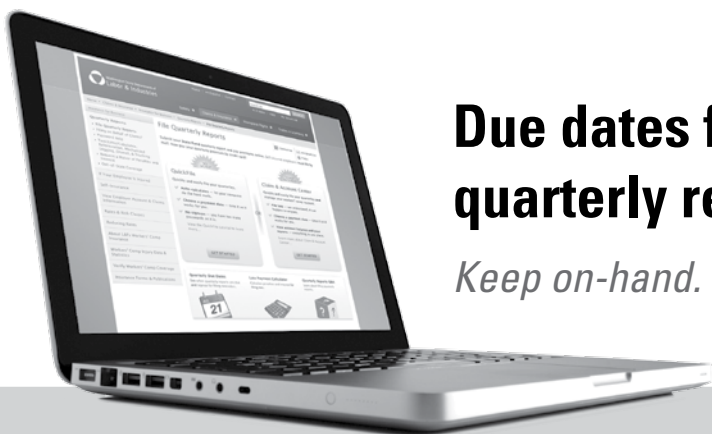
- File quarterly reports and manage your workers' comp account in one place.
- File late reports after the filing deadline.
- View account balance and past reports.
- Amend past reports.



Washington State Department of  
**Labor & Industries**

*Workers' Compensation Services*

*See reverse side for **important**  
quarterly report filing deadlines.*



# Due dates for quarterly reporting

*Keep on-hand.*

Quarter	Report period	Report & payment due by
1	Jan. 1 – March 31	April 30
2	April 1 – June 30	July 31
3	July 1 – Sept. 30	Oct. 31
4	Oct. 1 – Dec. 31	Jan. 31

- Penalties and fees will apply if report or payment is submitted after the due date.
- Due date fall on a weekend or holiday? Then the due date is the following business day.

**File online**

**[www.QuickFile.Lni.wa.gov](http://www.QuickFile.Lni.wa.gov)**  
**[www.QuarterlyReports.Lni.wa.gov](http://www.QuarterlyReports.Lni.wa.gov)**

*Other formats for persons with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.*



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